

# Ordinance Violation Complaint

Town of Herndon

Phone: (703) 787-7380 Fax: (703) 481-5280

E-mail: [community.violations@herndon-va.gov](mailto:community.violations@herndon-va.gov)

Property address: \_\_\_\_\_ Apt. / Space # \_\_\_\_\_

Occupant, if known: \_\_\_\_\_

Date / Time violation was observed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (a.m.) (p.m.)

Type of suspected violation: \_\_\_\_\_

NOTE - If suspected violation is excessive occupancy, please complete the *Excessive Occupancy Questionnaire*.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reporting citizen: \_\_\_\_\_ \*Anonymous (yes) (no)

Address: \_\_\_\_\_ Telephone (    ) \_\_\_\_\_  
(    ) \_\_\_\_\_

\*Please provide your name, telephone number and address when reporting a violation. This is particularly important if the need arises for additional information and allows the Town staff to contact you regarding the status of the investigation. The Town of Herndon maintains confidentiality of the complainant's identity, within the laws mandated by the Commonwealth of Virginia.

---

## Office Use Only

---

Complaint received by: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ (a.m.) (p.m.)

Department assigned: \_\_\_\_\_ Case No. \_\_\_\_ - \_\_\_\_\_

# Excessive Occupancy Questionnaire

## Town of Herndon

Phone: (703) 787-7380 Fax: (703) 481-5280

E-mail: [communitiy.violations@herndon-va.gov](mailto:communitiy.violations@herndon-va.gov)

The following questionnaire offers a recommended guideline for reporting an excessive occupancy complaint. Providing accurate and detailed responses to these questions will assist inspectors and town staff to more effectively target their investigative efforts and will expedite the Town's ability to determine whether a violation exists related to your specific concern. If you have any additional questions or comments, please feel free to contact the Dept. of Community Development at (703)787-7380.

1. How many permanent residents would you estimate are living at the residence?

---

2. Specify the number of adults (males and females) and children, if possible.

---

3. Does the number of persons fluctuate? \_\_\_\_\_

4. If yes, please explain: \_\_\_\_\_

---

5. During what times of the day is the problem most noticeable? \_\_\_\_\_

6. How many entrances/exits are used at the residence? \_\_\_\_\_

7. How long has the overcrowding problem been occurring at the residence?

---

8. Briefly describe the makes, models, colors and license plate numbers of vehicles associated with the residence.

---

---

---

9. Do you notice an unusually large amount of trash placed in front of the residence on trash collection days?

---

10. Are there other associated problems, such as parking or excessive noise?

---